

REQUEST FOR QUALIFICATIONS CONSULTING SERVICES

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting submittals from qualified consultants outlining qualifications for services related to risk assessment issues.

All proposals must be in writing and delivered by hand or Fed Ex to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite J, Milton, Florida, 32570; and must be received by 10:00 a.m., June 14, 2016. All proposals shall be sealed and clearly labeled, **“RFQ#16-042 - Consultant Services”**. Submittals shall include one (1) original, seven (7) copies of the proposal, and one (1) CD/thumb-drive with the full proposal included, (each document must be in an individual PDF format file). The proposal will be publicly opened at this time. Only proposals received by the aforesated time and date will be considered. Proposals received after the time set for opening will be rejected and returned to the submitter.

Questions concerning this request should be directed to the Santa Rosa County Attorney, Roy Andrews, at (850) 983-1925.

Specifications and bid form may be secured from Santa Rosa County website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

REQUEST FOR QUALIFICATIONS

CONSULTING SERVICES

Summary

Santa Rosa County is requesting proposals for a professional consultant to perform an enterprise wide risk assessment. The County is seeking this assessment based on advice from the U.S. Treasury Department to be in compliance for awards under the RESTORE Act. Any report delivered must be compliant with Green Book standards issued by the GAO.

The enterprise will include all functions and programs conducted by the Santa Rosa County Board of County Commissioners (BCC) as well as those functions performed by the Clerk of the Circuit Court in the capacity of comptroller to the BCC. Other constitutional offices and court services should only be included to the extent there is a risk to BCC or Clerk/Comptroller functions. A list of County functions is included in the attached.

Pricing proposals should show billable hours by classification (i.e. partner, manager, etc) and dollar amount. Proposals shall describe prior experience conducting Risk Assessments as well as familiarity with RESTORE Act, Uniform Guidance for Federal Awards (2CFR200), and Green Book Standards.

Criteria for selection will include:

- Pricing
- Local presence
- Experience with performing ERA's
- References
- Overall proposal
- Knowledge of RESTORE Act compliance efforts

Questions concerning this project should be directed, in writing, to Erica Grancagnolo at ericag@santarosa.fl.gov prior to June 13, 2016 at 4:30 P.M.

Conduct Enterprise Wide Risk Assessment

In July 2015, US Treasury Department, Office of the Inspector General (OIG) conducted a pre-award review of Santa Rosa County's readiness to receive and properly manage federal funding under the new requirements for federal awards, 2CFR200. The firm Williams, Adley & Company in coordination with the Treasury Department, conducted the pre-award review and observed that Santa Rosa County had never conducted an entity-wide organizational risk assessment in accordance with GAO's Standards for Internal Control in the Federal Government ("Green Book").

The firm recommended that the County perform an enterprise wide risk assessment in order to be compliant with the Internal Control (Green Book) issued by the Governmental Accountability Office (GAO). Their concern is that "without a comprehensive enterprise risk assessment, Direct Component grant funds disbursed under the RESTORE Act may be used for ineligible or unallowable costs. Further,

the grant funds are more susceptible to fraud, waste and abuse.” This risk assessment would document the potential risks to the different areas of County government as well as the methods and processes used by the County to manage and mitigate risks. The tasks assigned to this firm would include but not be limited to:

- Identifying potential risks including forms of hazard risk, financial risk, operational risk and strategic risk
- Assessing these risks in terms of likelihood and magnitude
- Determining current steps and processes in place to mitigate these risks
- Recommend policies and strategies not in place to reduce these risks
- Assist in determining a response strategy should the relevant risk occur

Scope of Work and Deliverables

The specific deliverable from this firm will be a comprehensive, written report that includes all elements of the tasks assigned. The current estimate cost for this report is about \$24,000 but could vary as needed to fit the needs of the Green Book compliance.

COUNTY PERSONNEL AUTHORIZATIONS FY 2015 - 2016 BUDGET

DEPARTMENT	FY 2015 Authorized	FY 2016 Request	Change FY15 to 16
BOCC	8	8	0
County Administrator	2	2	0
County Attorney	3	3	0
Grants	3	3	0
Clerk to the BOCC	16	16	0
Property Appraiser	33	33	0
Tax Collector	44	44	0
Supervisor of Elections	8	8	0
Sheriff's Office	387	387	0
Office of Management & Budget	2	2	0
Computer Support	8	9	1
Administrative Services	2	2	0
Procurement Office	1	1	0
County Engineer	12	12	0
Public Information Office	2	2	0
Personnel Department	3	3	0
Library	26	27	1
Soil Conservation	5	5	0
Co-op Extension	10	10	0
Navarre Beach - Other Expenses	5	7	2
Building Maintenance	9	9	0
Public Services Complex Maintenance	4	4	0
South Service Center Maintenance	1	1	0
Administrative Center Maintenance	3	3	0
Local Mosquito Control	6	6	0
Animal Services	19	19	0
Parks Department	9	9	0
Public Service	1	1	0
Inspections & Compliance	26	26	0
Veterans Services	2	2	0
Planning & Zoning	10	10	0
Community Housing	3	3	0
Emergency Management	6	6	0
Emergency Communications	18	21	3
Probation	11	11	0
Road & Bridge Department Fund 101	105	105	0

Court Facilities	Fund 102	4	4	0
Law Library/Court Innovations	x	1	1	0
E-911	Fund 105	3	3	0
Tourist Development	Fund 107	3	3	0
Navarre Beach Utility	Fund 401	9	9	0
Landfill	Fund 411	33	34	1
Self Insurance Fund	Fund 501	3	3	0
TOTAL COUNTY AUTHORIZATIONS		869	877	8

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

*THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER
OATHS.*

1. This sworn statement is submitted to _____
_____ by
(print individual's name and title)
_____ for
(print name of entity submitting sworn statement)
_____ whos
e business address is _____
_____ and (if applicable) its Federal
Employer Identification Number (FEIN) is _____. If the entity has no FEIN,
include the Social Security Number of the individual signing this Sworn Statement: _____.
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods of services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)
_____ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____(Signature)

Sworn to and subscribed before me this _____ day of _____, 2_____.

Personally known _____

or Produced identification _____ Notary Public – State of _____

(Type of identification)

My commission expires _____

(Printed, typed, or stamped commissioned name of notary public.)